



RAUNDS TOWN COUNCIL

Council Offices, The Hall, Raunds, Wellingborough, Northamptonshire. NN9 6LT

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23 December 2022

Dear Councillor,

You are summoned to attend an Extraordinary meeting of the **Raunds Town Council** to be held in **The Council Chamber, The Hall, Thorpe Street, Raunds**, on **Thursday 5th January 2023 at 7.30pm.**

Press and Public welcome.

Mr Steve Tucker

Mr Steve Tucker
Interim Clerk to the Council.

AGENDA

- 492.22 To receive apologies for absence.**
- 493.22 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.**
- 494.22 Notification of members questions in compliance with the council's standing orders.**
- 495.22 Declarations of Interest.**

COUNCILLORS ARE REMINDED THAT IF THEY HAVE EITHER A DISCLOSABLE PECUNIARY INTEREST OR OTHER INTEREST IN ANY ITEM THEN THEY SHOULD DECLARE THE INTEREST AND LEAVE THE MEETING FOR THAT ITEM.

- 496.22 Minutes:** To confirm the minutes of the Full Council Meeting held on 13 December 2022. (Copy herewith.) (Pages 2-6)
- 497.22 Draft Budget 2023/24:** To consider the draft Budget for the next financial year. (Report herewith.) (Pages 7-14)
- 498.22 *The press and public will be excluded from the following two agenda items due to the confidential nature of the business under the Public Bodies (Admission to Meetings) Act 1960.***
- 499.22 Establishment Report:** To receive a confidential report from the Clerk. (Report herewith.) (Pages 15-17)

RAUNDS TOWN COUNCIL MEETING
13 December 2022 at 7.30pm

PRESENT:

Cllr R Levell (Chairman), Cllr R Beattie, Cllr P Byrne, Cllr B Cross, Cllr A Fernley, Cllr K Harrison, Cllr H Howell, Cllr D Hughes, Cllr M Levell, Cllr T Swailes, Cllr L Wilkes.

IN ATTENDANCE:

N Barker, Administrative Officer
 S Tucker, Clerk (Minutes)

461.22 APOLOGIES FOR ABSENCE

Apologies were received from Cllr O Curtis.

462.22 PUBLIC PARTICIPATION

Notification of requests from members of the public to address the meeting in compliance with adopted protocol.

None received.

463.22 QUESTIONS FROM MEMBERS

None received.

464.22 DECLARATIONS OF INTEREST

COUNCILLORS ARE REMINDED THAT IF THEY HAVE EITHER A DISLOSABLE PECUNIARY INTEREST OR OTHER INTEREST IN ANY ITEM THEN THEY SHOULD DECLARE THE INTEREST AND LEAVE THE MEETING FOR THAT ITEM.

None.

465.22 Minutes: To confirm the minutes of the Extraordinary Council Meeting held on 15 November 2022. (Copy via link.)

RESOLVED that the minutes of the Extraordinary Council Meeting held on 15 November 2022 be confirmed as a true record.

466.22 Committee Minutes: To receive the minutes of the following Committee meetings:

- (i) **Events Committee** held on 15 November 2022.
- (ii) **Environment, Leisure and Recreation Committee** held on 17 November 2022. (Draft)
- (iii) **Planning Committee** held on 24 November 2022. (Draft)

- (iv) **Extraordinary Events Committee** held on 29 November 2022. (Draft) (Copy via link.)
- (v) **Personnel Committee** held on 1 December 2022 (Draft) (Copy via link.)

RESOLVED that the minutes of the Committee Meetings held between 15 November to 1 December 2022 be noted.

467.22 Mayor's Report: To receive the Mayor's report.

The Mayor provided an overview of recent engagements, drawing particular attention to the poignancy of the plaque unveiling in memory of Joan Betts, in the presence of members of her family.

A letter of appreciation from Tom Pursglove MP in respect of the Remembrance Sunday event was brought to the attention of members.

RESOLVED that the digest of Mayoral activities for November 2022 be noted.

468.22 Unitary Councillors Report: To receive reports from Unitary Councillors.

The attention of members was drawn to the recent edition of North Northamptonshire Council Leader's Report.

Noteworthy activity had included the commencement of a local government boundary review, proposing a reduction in the number of Councillors from 78 to 70. The Council is also engaged in preparations for next year's budget and had received confirmation from central government that the precept could be raised by 4.99% without the requirement to hold a referendum.

RESOLVED that the report be noted.

469.22 Application for Hire of Open Space: To consider an application for hire of Millfield.

The Council gave consideration to the application received and noted that the date for the King's Coronation fell within the proposed period of hire. It was therefore requested that the hirer be asked to schedule their shows on this date with regard given to any commemorative events that the Council might organise. It was also requested that the hirer be reminded of their obligation to be considerate of local residents and return the space to the Council in the condition it is handed over, including the removal of all event posters.

It was recommended that the open spaces fees and charges should be reviewed at the next meeting of the Environment, Leisure and Recreation Committee, given that they were last amended in 2019.

RESOLVED that the application be approved.

470.22 Planning Application 20/00745/FUL - 76 Bedroom Care Home (as revised) at Brick Kiln Lane, Raunds: To consider the Agent's response to the Town Council's objections regarding the planning application and determine whether the response addresses outstanding concerns.

* Cllr K Harrison arrived in the Chamber at 8.05pm after the debate had commenced and did not participate in the vote thereon. Cllr L Wilkes abstained from the vote.

The Council gave consideration to the Agent's response and suggested that whilst it is recognised that there remains potential need for additional care facilities in Raunds, particularly in light of the closure of the Darsdale care facility, the response did not satisfactorily address the objections previously raised and the Council continues to support the concerns raised by the other consultees/agencies.

The Council remained concerned at the insufficiency of parking provision, and although the agent had stated the figure was only four spaces below the minimum local adopted standards, members expressed the view that the whole purpose of having minimum is to set a base figure which should be adhered to. The Council also objected to the agent's description of the Planning Committee's earlier consultation response as 'lazy'.

RESOLVED that Raunds Town Council maintains its objections to the application.

471.22 Annual Town Inspection: To consider a recommendation from the Environment, Leisure and Recreation Committee for expenditure from the Town Hall Repairs & Maintenance budget.

The Council gave consideration to the report which asked it to approve the allocation of £7,480.15 from the Town Hall Repairs and Maintenance budget to fund the proposed kitchen works (at a cost of £6800.15, with a further 10% contingency budget of £680 built in). It was noted that the Finance and Policy Committee had reviewed the proposal at its meeting on 8 December 2022 and were satisfied that the works were required and there was sufficient provision within the budget to fund the works and provide the requested contingency.

RESOLVED that the allocation of £7,480.15 from the Town Hall Repairs and Maintenance budget to fund the proposed kitchen works (at a cost of £6800.15, with a further 10% contingency budget of £680 built in) be approved.

472.22 Committee Structure: To consider the structure of standing Committees for the 2023/24 municipal year.

The Council discussed whether the current structure of Standing Committees should be reviewed for the next municipal year, in light of a concern that Finance and Policy Committee has had limited capacity alongside its finance

remit to review a growing number of overdue policies. One alternative option discussed was to reassign the policy function to Personnel Committee, on the basis that greater capacity existed within their remit, however this was ruled out in preference of each individual Committee reviewing the policies that fall within their area of responsibility. It was agreed that the Chairman of Finance and Policy Committee and the Clerk will meet to review the allocation of policies by Committee, with a view to clearing the backlog progressively during the next municipal year.

RESOLVED that reviews of Council policies will be conducted via the responsible Committee during the 2023/24 municipal year.

473.22 *The press and public will be excluded from the following agenda item due to the confidential nature of the business under the Public Bodies (Admission to Meetings) Act 1960*

RESOLVED to exclude the press and public from the remainder of the meeting.

474.22 Clerk's Update Report: To receive a confidential report from the Clerk.

The Clerk presented the confidential report.

After a discussion, it was

RESOLVED that:

- (i) The contractor's proposal be reviewed by the independent flooring expert and an opinion be obtained on the likelihood of asbestos being present;**
- (ii) Legal advice be sought in relation to the contractor's denial of liability in respect of external light repairs;**
- (iii) To proceed with the registration of Amos Lawrence Playing Fields with HM Land Registry on the basis of the valuation obtained in January 2020;**
- (iv) That the Clerk be instructed to represent the Council in following up on the notification received 7 December 2022.**

475.22 Establishment Report: To receive a confidential report from the Clerk.

The Clerk presented the confidential report.

After a discussion, it was

RESOLVED that:

- (i) The Interim Clerk be appointed as Town Clerk and Responsible Financial Officer on a permanent basis;**

- (ii) Authority be delegated to the newly appointed Clerk to make the necessary arrangements to implement the proposed support staff structure, including the offer of a permanent contract to the temporary Administrative Assistant and promotion of the Administrative Officer to the vacant Assistant Clerk post.**

There being no further business the meeting concluded at 9:30pm.

Approved: (Town Mayor)

Meeting date.....5 January 2023.....(Council)

DRAFT



RAUNDS TOWN COUNCIL

Report to: Full Council
5th January 2023

Draft Budget 2023/24
Agenda item: 497.22

Summary:

To consider the draft budget and precept requirement for the 2023/24 financial year.

Attachments:

Appendix 1 – Budget Summary (Committees)
Appendix 2 – ELR Committee Revised Projects Budget 2023/24
Appendix 3 – Events Committee Revised Budget 2023/24

1.0

Background:

The Council is required to set its budget and precept requirement at its meeting on Tuesday 10 January 2023 and formally submit its precept requirement to North Northamptonshire Council by Friday 20 January 2023.

2.0

Finance and Policy Committee Review of Draft Budget 2023/24:

At the previous meeting of Finance and Policy Committee on 8 December 2022, a draft budget for 2023/24 was reviewed, which took into account the budgetary requirements requested by each of the Council's Committees. A number of queries were raised during the review which were subsequently referred for further investigation by the Clerk. The Committee agreed that if, pending the outcome of those investigations, the projected budget requirement for 2023/24 would take the precept above 5%, a further meeting should be convened to enable further scrutiny.

The Chairman of Finance and Policy Committee met with the Clerk on 20 December to review the list of queries raised. At the same meeting, a projection for the Council's utility costs from October 2023 was reviewed, based upon a recent quotation received from a broker. The most competitive quote for a two year fix from October 2023 would see an annual increase of 145% for electricity and 267% for gas, thereby placing significant pressure on the budget.

3.0

Adjustments to the Draft Budget

The table below summarises the adjustments made to the draft budget in light of the investigations carried out:

Committee/Cost Centre	Adjustment	Reason
F&P – 4150 (IT/Office Equipment/Upgrades)	Increase by £1,900	Overspends in 21/22 & 22/23
F&P – 4170 (Subscriptions)	Increase by £950	Overspends in 21/22 & 22/23
F&P – 4175 (Printing & Photocopying)	Increase by £850	Overspends in 21/22 & 22/23
F&P – 4190 (Councillors Expenses)	Decrease by £1,100	Underspends in 21/22 & 22/23
F&P – 4982 (Business Interface)	Increase by £625	Raunds Town App – £3,000 per year
F&P – 4145 (Janitorial Supplies/Cleaning)	Decrease by £775	Most supplies included with cleaning contract (4400)
F&P – 4360 (Security: CCTV)	Decrease by £425	Previous year's costs related to installation
F&P – 4400 (Contract Cleaning)	Increase by £8,675	Cost of new contract not previously included in budget
OVERALL INCREASE = £10,700		
Personnel – 4000 (Salaries – Hall)	Increase by £15,100	Permanent appointment of Administrative Assistant
Personnel – 4000 (Salaries – Hall)	Increase by £4750	Promotion of Administrative Officer to Assistant Clerk
Personnel – 4000 (Salaries – Hall)	Transfer to Cost Centre 140 (Saxon Hall) - £27,000	Transfer of 50% of Operations Manager salary and casual worker salaries
Personnel – 4000 (Salaries – Hall)	Decrease of £14,933	Removal of former employee from calculation
Personnel – New Line	Increase by £10,800	Addition of employer's NI contribution
Personnel – 4015 (Pension Costs)	Increase by £1215	Recalculation
OVERALL DECREASE = £10,068		
ELR – 4010 (Salaries – Saxon Hall)	Increase by £12,500	Calculated on zero based budget basis (effectively taken out of ELR projects)
F&P/ELR – 4500 & 4505 (Utility Bills: Electricity & Gas)	Increase by £13,000	Effect of forecast price increases from October 2023
ELR – 4605 (Skate Park)	Removal of duplication £10,500	Effectively transferred back into projects – Cost Centre 320

4.0**Summary**

The impact of the above adjustments to the budget is a projected increase in expenditure of £13,894. The Environment, Leisure and Recreation (ELR) Committee previously agreed that as many of the schemes under Cost Centre 320 were aspirational rather than time-critical, some cost pressures identified elsewhere in the budget could be absorbed through reductions in project funding. The effect of a 9% reduction in the ELR Projects budget is shown at **Appendix 2**.

It is proposed that a further saving of £4010 is made from the Events Committee budget by releasing £4010 originally earmarked for Santa's Grotto, with the remaining £1500 committed to supporting the successful Santa on a Tractor initiative. A revised Events Committee budget is attached at **Appendix 3**.

The Council must therefore consider where the remaining £9,884 identified budget requirement should be met from.

Increase in F&P Costs	£10,700
Decrease in Personnel Costs	-10,068
Projected Energy Costs	£13,000
Effect of Rounding	£262
	<u>£13,894</u>
Release of Grotto Money	-£4,010
Decision Required	<u><u>£9,884</u></u>

5.0**Options:**

There are four options available to the Council to close the identified budget gap of £9,884:

1. **Absorb the cost from reserves;** (This option is not recommended, since reserves are held for the purpose of unexpected events/emergencies and should not be used to sustain day-to-day expenditure).
2. **Identify compensatory savings;**
3. **Increase Council Tax by 6.62;** or
4. **Increase Council Tax by 4.99% and identify £9,126 in savings**

6.62% Increase (Option 3):

	2022/23	2023/24	Increase %	Increase £/yr	Increase £/wk
Precept	£543,342	£598,699	10.19%	£55,357	£1,064.56
Tax Base	3,312.00	3,423.00	3.35%	-	-
Band A	£109.37	£116.60	6.62%	£7.23	£0.14
Band B	£127.60	£136.04	6.62%	£8.44	£0.16
Band C	£145.82	£155.47	6.62%	£9.65	£0.19
Band D	£164.05	£174.90	6.62%	£10.85	£0.21
Band E	£200.51	£213.77	6.62%	£13.26	£0.26
Band F	£236.96	£252.64	6.62%	£15.68	£0.30
Band G	£273.42	£291.51	6.62%	£18.09	£0.35
Band H	£328.11	£349.81	6.62%	£21.70	£0.42

4.99% Increase (Option 4):

	2022/23	2023/24	Increase %	Increase £/yr	Increase £/wk
Precept	£543,342	£589,573	8.51%	£46,231	£889.06
Tax Base	3,312.00	3,423.00	3.35%	-	-
Band A	£109.37	£114.83	4.99%	£5.46	£0.10
Band B	£127.60	£133.96	4.99%	£6.37	£0.12
Band C	£145.82	£153.10	4.99%	£7.28	£0.14
Band D	£164.05	£172.24	4.99%	£8.19	£0.16
Band E	£200.51	£210.51	4.99%	£10.01	£0.19
Band F	£236.96	£248.79	4.99%	£11.82	£0.23
Band G	£273.42	£287.06	4.99%	£13.64	£0.26
Band H	£328.11	£344.48	4.99%	£16.37	£0.31

Recommendations:

That a draft budget and precept requirement for 2023/24 be recommended to Full Council for approval.

Implications:

Council objectives:	Compliance with legislative requirements and good risk assessment	X
Equalities & Human Rights	There are equalities and human rights issues	
Financial	There are no financial implications at this stage	
	There will be financial implications	X
	There is provision within the budget	
	Decisions may give rise to additional expenditure	X
	Decisions may have potential for income generation	
Legal	Power: Health and Safety Act & Disability Discrimination Act	

	Other considerations: None	
Risk Management	Material risks exist and these are currently being assessed.	
	- Inherent risk score:	
	- Residual risk score:	
Person originating this report: Town Clerk		
Date: 23 December 2022		

APPENDIX 1

			Actual 2021/2022 £	Budget 2022/2023 £	Budget 2023/2024	Percentage
Cost Centre	Description					
	Net Expenditure					
ELR	140	Saxon Hall	75910	54171	72092	0.33
ELR	160	Open Spaces	92217	97140	96355	-0.01
ELR	180	Cemeteries/ Churchyard	5912	6190	6809	0.10
ELR	200-240 & 300	Other Open Spaces	16314	16850	18535	0.10
ELR	320	Projects	1089	76000	69078	-0.09
ELR TOTAL			191442	250351	262869	0.05
F&P	100&260	Administration	63895	42516	63120	0.48
F&P	120	The Hall	5994	6125	14214	1.32
EVENTS	280	Events	63548	65650	64921	-0.01
PERSONNEL	340	Personnel	162178	153700	193575	0.26

TOTAL			487057	518342	598699	0.16
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Additional provision for Saxon Hall Contract			25000	0		
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PRECEPT			501070	543342	598699	1.0662
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All figures are provisional.

Precept last year		543342
Increase in Tax Base	111	<u>18210</u>
New Tax Base		<u>561552</u>
4.99% increase		589573

APPENDIX 2

Raunds Town Council

ELR Committee Budget - By Centre (Actual YTD Month 7)

	<u>2021/22</u>		<u>Total</u>	<u>2022/23</u>			<u>2023/24</u>		<u>EMR</u>	<u>Carried</u>
	<u>Budget</u>	<u>Actual</u>		<u>Actual YTD</u>	<u>Projected</u>	<u>Committed</u>	<u>Projected Decrease of 9%</u>			
<u>320 Projects</u>										
1012 Miscellaneous Income	0	0	0	359	0	0		0	0	0
1015 Grants	0	8042	0	0	0	0		0	0	0
Total Income	0	8042	0	359	0	0		0	0	0
4865 Youth Work	5202	5836	7500	9000	0	0		6825	0	0
4866 Older People/Social Isolation	5202	467	3000	839	0	504		2730	0	0
4867 Historic Raunds	1040	0	5000	0	0	0		4550	0	0
4868 Raunds Goes Green inc vehicle	0	0	12000	0	0	0		10920	0	0
4869 Economic Development	0	650	5000	654	0	0		4550	0	0
4870 Digital Notice Boards	0	0	15000	0	0	0		13650	0	0
4871 General Storage	0	0	5000	0	0	0		4550	0	0
4872 Vehicle Activated Signs	0	0	3500	0	0	0		3185	0	0
4873 Youth Leisure Provision	0	0	20000	0	0	0		18200	0	0
Overhead Expenditure	11444	6953	76000	10493	0	504		69160	0	0
320 Net Income over Expenditure	-11444	1089	-76000	-10134	0	-504		-69160	0	0

APPENDIX 3

Raunds Town Council - Events Committee Budget 2023/2024

280 Tourism & Entertainment	Actual 2022/23 (includes some estimates)	Base figures for 2023/24 budget	Increase by 10%	Basis
4405 Sundry equipment	520	520	572	Budget 2022/23
4905 Christmas: Trees (Square/TH)	2,250	2,250	2,475	Cost 2022/23
4910 Christmas Lights - contractor base fee	15,243	21,804	21,804	Contractor's quote for 2023/24
4932 Christmas Lights - extra works/repairs	8,319	7,019	7,721	Cost 2022/23
4915 Christmas Lights Switch On event	7,350	7,350	8,085	Budget 2022/23
4917 Halloween	596	600	660	Cost 2022/23
4922 Remembrance Sunday	976	1,000	1,100	Cost 2022/23
4923 Other events (currently unknown)	0	5,425	5,968	Budget 2022/23
4924 Events contingency	1,050	1,000	1,100	Budget 2022/23
4925 Platinum Jubilee	15,341	0	0	
4926 Mayors Show	2,563	7,000	7,700	Budget 2022/23
4927 Summer Picnic	0	5,670	6,237	Budget 2022/23
4929 Nene Valley Festival-	0	0	0	
4931 Santa's Grotto/Santa on a Tractor	5,010	5,010	1,500	Cost 2022/23
Total Expenditure	£59,218	£64,648	£64,921	

Income

Nene Valley Festival grant	500		
Grotto ticket sales	990		
Christmas Lights sponsorship	669		
Other income (mainly pitch fees)	2,235		
Empowerment funding for Grotto presents	510		
Total Income	£4,904	£0	£0

Expenditure minus Income	£54,314	£64,648	£64,921
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Net budgeted cost	£64,921
Budget 2022/23	£65,650
Percentage decrease	-1.11%